



External Title: Officer, MEAL
Job Code: 100616
Company: International Medical Corps - US
Job Family: Quality Assurance, Research and Innovations
Job Category: Monitoring & Evaluation (M&E)
Job Grade: A3
Contract Type: Local National
Travel Required: 0-25%

Job Description:

JOB SUMMARY: The role of the Officer Monitoring, Evaluation, Accountability, and Learning (MEAL) is to implement the MEAL work plan and contribute to achieving and improving the quality of the program/project. The Officer MEAL will provide support by collecting and managing the program's/project's output and outcome data. The Officer MEAL also plays a key role in data analysis and carrying out MEAL activities in the field. The Officer MEAL will provide support to the program's MEAL function in the field through working closely with the field staff to ensure the quality of the program/project. The role holder will also work on ensuring that Community-Based Feedback and Response Mechanisms (CBRFMs) are in place.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation:

MAIN TASKS AND RESPONSIBILITIES

IMC's policies, guidelines, and procedures

- Actively promote Prevention of Sexual Exploitation and Abuse (PSEA) standards within IMC and amongst its beneficiaries.
- Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the Code of Conduct, ethics, values, and standpoint with regards to internal and external actors.
- Apply the basic monitoring, evaluation, accountability and learning concepts and the purpose of MEAL, with a specific focus on accountability to affected populations (AAP).
- Support the implementation of policies and procedures for monitoring, evaluation and reporting in the country specific to AAP and CHS commitments.

Project design and planning

- Participate in needs assessments by organizing the training for enumerators on assessment methodology, tools, respondent's selection, and supervise field team to ensure field level data integrity.
- Ensure that MEAL activities are participatory and uphold accountable and useful MEAL systems.
- Support in developing results framework and logframe, including indicators, for simple projects.

MEAL system

- Ensure that different components of the MEAL system are functional and relevant and maintain IPTT to track output, outcome, and impact indicators and their measurement in the different sectors of relevance.
- Support MEAL department in development of databases for all programs by using available technologies.
- Organize and lead data collection activities following the data collection and reporting flow put in place for a project.
- Use tools for tracking project's progress and bottlenecks and develop simple data collection tools based on monitoring indicators.
- Maintain effective M&E system (ensure data collected translates to the M&E Framework/IPTT).
- Conduct regular field visits.
- Conduct periodic data analysis and triangulate data from other MEAL exercise.

Data quality management

- Conduct periodic data quality audits to assess the quality of collected data for indicators.
- Mitigate data pitfalls, issues, and ensure that strategies for quality data are in place.
- Report data quality issues to the MEAL Manager/Coordinator.
- Adhere to the fundamental concepts of data quality.
- Conduct on-site routine data quality audits at community levels.
- Assess the quality of collected data for indicators.
- Provide supportive supervision on data quality at facility and community-levels.

Sampling

- Implement probability and non-probability sampling techniques as and when appropriate after consulting with manager.
- Develop sampling frame and carry out sampling following instructions (manager, guidelines).

Qualitative and quantitative techniques

- Use different qualitative and quantitative methods of data collection including structured/ semi structured interviews, key informant interviews, in-depth interviews, group discussions, focus group discussions and direct observations as an M&E tool.
- Conduct trainings on qualitative techniques for data collection for MEAL staff, program staff, and interviewers.
- Develop and use key qualitative tools (observation checklists, guide for group discussion and interviews) for monitoring purposes.
- Apply the different interview techniques (structured/semi-structured) and use appropriate questionnaires for monitoring purposes as and when appropriate
- Engage with communities on accountability and conduct community consultations with understanding of social dynamics and ensure data is collected representative of populations.
- Conduct regular/when required site visits to monitor data collection process to ensure data quality.

Mobile and manual data collection

- Determine the appropriate data collection tool based on the purpose, advantages and disadvantages of mobile data collection techniques.
- Install and configure mobile data collection tools (OKD collect, Kobo collect, ONA collect, etc.) on smart phones or tablets
- Design simple questionnaire using XLS form and configure mobile phones and tablets for mobile data collection.
- Use smart phones/tablets for data collection
- Provide training to MEAL staff and enumerators on mobile data collection mechanisms and software, and provide technical support and troubleshooting during all stages of mobile data collection, ensuring data is transferred from mobile devices and the devices are securely stored (sign in/sign out system for enumerators) and ensuring devices are charged
- Data analysis, including use of statistical software
- Perform data cleaning and ensuring data integrity before data analysis.
- Organizing and overseeing data entry and data consolidation.
- Perform descriptive univariate and bivariate data analysis using Excel Pivot tables or statistical software.
- Interpret frequency tables, bi-variate cross tables, the mean and median.

Evaluation design

- Contribute to the preparation of project evaluation and facilitating the field level work.
- Use and supervise quantitative, qualitative, and mixed methods of data collection in evaluation.

Techniques for presenting information

- Communicate clearly the findings of monitoring activities and reviews against targets set by the project.
- Compile data and indicators at the project's level for reporting in a clear and concise manner, providing all required information.
- Develop information products to share results of data analysis and monitoring.
- Drafting reports of assessments and surveys



Knowledge Management and Learning

- Organize the documentation of the project's MEAL activities, results, and processes.
- Organize secondary data (internal and external sources).

Community Based Feedback and Response Mechanism

- Adhere to key concepts and commitments regarding accountability to affected populations (AAP), including IASC CAAP, CHS, and Sphere Humanitarian Charter.
- Ensure that all data collected via the CBFMR has been reported to the manager in a timely manner, by creating a complaints database.
- Support Accountability officer and/or MEAL Manager/Coordinator in implementing and monitoring the CBFMR, accountability initiatives, and practices across the Mission.
- Support the implementation of methodologies to consult communities on their preferences based on the operational context.

Cross-cutting themes

- Monitor the general context through regular field visits and report issues affecting beneficiaries and intra-community relations.
- Conduct community consultations and engage with communities to ensure accountability by applying different interview techniques (structured/semi-structured).
- Ensure data collected is representative of population and demonstrate an understanding of social dynamics.
- Promote and incorporate considerations to the different needs of vulnerable groups, including people of different sex, age, and disability status, into all MEAL systems and activities.
- Support or lead in the implementation of gender analyses and gender assessments as required, including staff capacity building on tools and protocols; data collection; data analysis; and report writing.
- Ensure tools and systems are in place for learning and decision making on the needs of vulnerable groups, including disaggregation of all data, development of mainstreamed and specific indicators, specific research questions, and targeted recommendations in reports

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

Code of Conduct

As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards.

If this is a supervisory position, one must set an example of ethical behavior through one's own conduct and oversight of the work of others; ensure that those who report to you have sufficient knowledge and resources to follow the standards outlined in the Code of Conduct & Ethics; monitor compliance of the people you supervise; enforce the Code of Conduct & Ethics and International Medical Corps' policies, including the Safeguarding Policy and the Protection from Harassment, Bullying and Sexual Misconduct in the Workplace Policy, consistently and fairly; support employees who in good faith raise questions or concerns.

Safeguarding

It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk, or LGBTI individuals; and any form of trafficking in persons. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report.



Equal Opportunities

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status as a veteran.

Job Requirements:

MINIMUM QUALIFICATIONS

- Typically, bachelor's degree in social sciences, public health, statistics, or international development, with experience in MEAL. Equivalent combination of relevant education and experience may be substituted as appropriate.
- Typically, 3+ years of relevant and progressive experience with a humanitarian organization in implementing and overseeing monitoring and evaluation system.
- Knowledge of data pitfalls, issues, and strategies for assessing the quality of collected data.
- Knowledge of commonly used probability and purposive sampling techniques and different methods of qualitative and quantitative data collection and analysis.
- Knowledge of descriptive univariate and bivariate data analysis using Excel Pivot tables or other advanced analysis software.
- Knowledge of indicators and their measurement in the different sectors of relevance.
- Understand the concept of participatory monitoring, evaluation, accountability, learning, and needs assessment.
- Excellent proficiency in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.
- Strong training facilitator/presentation skills.
- Effective communication and interpersonal skills.
- Have the analytical, conceptual, and strategic thinking skills.
- Manage performance by setting clear goals.
- High-level English proficiency (Speaking – Reading – Writing)
- High-level MISSION'S LANGUAGE proficiency (Speaking – Reading – Writing).

I have reviewed the contents of this document and acknowledge receipt of this job description.

MY ELECTRONIC SIGNATURE ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTOOD, AND AGREE TO COMPLY WITH ALL OF THE ABOVE TERMS